



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

JUL 27 2005

IMAH-HRD-C

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy #48, Compassionate Placement – Civilian Personnel

1. REFERENCES.

- a. 5 CFR Part 335.102, Agency Authority to Promote, Demote, or Reassign.
- b. 5 CFR Part 630.902, Definitions.
- c. Joint Travel Regulations, Volume 2, C5005.
- d. DOD Priority Placement Program, Operations Manual, July 1998.
- e. AR 215-3, Nonappropriated Funds Personnel Policy, 29 August 2003.
- f. AR 690-950, Career Management, 31 December 2001.

2. PURPOSE. To establish the policy and procedures for compassionate placement within IMA.

3. APPLICABILITY. This policy applies to all US citizen nonappropriated fund (NAF) and appropriated fund IMA employees with permanent appointments. It excludes employees on Schedule A, Family Member Appointments, whose placement is dependent upon the duty station of the sponsor. Where this program impacts the conditions of employment of bargaining unit employees, activities will meet their statutory and contractual labor obligations. This memorandum supersedes IMA policy memorandum #48, December 6, 2005.

4. POLICY. As a concerned and caring employer, IMA attempts to assist capable and dedicated employees who encounter personal hardships that could be alleviated by placement to a position within IMA in a different geographic area. Subject to mission requirements and the reasonable exercise of management discretion, it is IMA policy to

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provide positive assistance to affected employees to encourage both their continued contribution to the IMA mission, and to assist them in meeting their critical personal needs. A compassionate placement is a management option; it is not an employee entitlement. A compassionate placement is a non-competitive personnel action.

5. PROCEDURES.

a. The employee will initiate the request for a compassionate placement by writing through their supervisor and chain of command to the Garrison Commander (Garrison employee), Region Director (Region employee), or Principal Deputy Director, IMA (HQIMA employee). The written request will provide full documentation of the issue and describe how a compassionate placement might alleviate it. The written request from the employee should also include a physician's statement and reasonable accommodation information if applicable, cite the desired geographic location, indicate the lowest grade level acceptable, and include a copy of their most recent performance appraisal, a current resume, and their most recent SF-50 or DA Form 3434 for NAF employees. Compassionate placement is not an exception to either the DOD Overseas Rotation Policy, or to the DOD Priority Placement Program.

b. To be considered, a request for compassionate placement must be critical to the health or safety of the employee or their family member as defined in 5 CFR 630.902, Definitions.

c. If the approving official at the employee's current duty station approves the request, the approving official will document their approval and forward the package directly to the appropriate Garrison Commander, Region Director, or to the Principal Deputy Director HQIMA requesting placement assistance for the employee.

d. After receiving compassionate placement approval from the employee's current duty station, the Commander, Region Director, or Principal Deputy Director at the gaining duty station will determine if there are any vacancies consistent with the employee's request. The DoD Priority Placement Program clearance requirements and any other mandatory or statutory placement requirements must be applied to a vacancy before a compassionate placement offer can be made. If a vacancy is available for which the employee is well qualified, and the CPOC/NAF HRO certifies that all requirements have been met, the employee may be offered the position. As with all other placements, the civilian personnel representative makes the official job offer.

e. See reference 1c, paragraph C5005 for PCS travel eligibility information.

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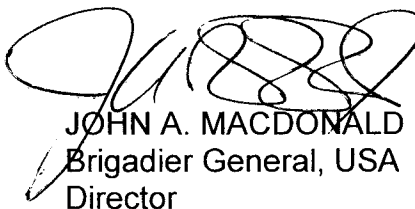
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f. Placements involving Career Program positions must have the concurrence of the career program managers at both the gaining and losing duty location.

g. The search for a vacancy to consummate the compassionate placement will continue for 6 months from the date of the approving official's approval date. If no suitable vacancy is found during this time, the search will be terminated. Employees not placed within the 6 month period may request an additional 6 month consideration period.

h. This policy does not preclude the use of other management options such as details and job swaps. In addition, the employee seeking the placement should respond to all appropriate vacancy announcements.

6. PROPONENT. The Human Resource Division, Civilian Personnel Branch, is the proponent for this policy. POC is the Chief, Staffing Section at commercial 703-602-3320 or DSN 332-3320.



JOHN A. MACDONALD
Brigadier General, USA
Director